

Minutes of 1st meeting of the Centre for Internal Quality Assurance (CIQA) held online on
1st February, 2021 at 11:00 AM

Agenda

1. Proposal of CIQA Committee and Members
2. Approval to form a department-level expert panel – Board of Studies
3. Board of Studies to create and send all PO, CO, PSO
4. Approval of the second CIQA Core Committee meeting
5. Agenda topics for the 2nd CIQA meeting

1st Centre for Internal Quality Assurance Meeting

The first Meeting of Centre for Internal Quality Assurance (CIQA) of Amrita AHEAD held online on 1st February 2021 at 11:00 AM. The meeting was chaired by Dr. Venkat Rangan, Vice-Chancellor, Amrita Vishwa Vidyapeetham.

Following members were present in the meeting

Dr. Venkat Rangan – Vice Chancellor, Amrita Vishwa Vidyapeetham

Dr. Krishnashree Achuthan – Director, Amrita AHEAD Online Program

Dr. Sanjivi Arul – Deputy Registrar, Amrita AHEAD Online Program

Mr. Shivakumar – Head, Finance & Accounts

Agenda #1:

Proposal of CIQA Committee and Members

Members present proposed the following members for the CIQA Committee

- a) Vice Chancellor of the University – Chairperson; Dr. Venkat Rangan
- b) Senior teachers of Higher Educational Institutions
- c) Head of Departments or School of Studies offering recognized programs in Online mode
- d) Two external experts of Online education
- e) Director, Centre for Internal Quality Assurance – Member Secretary. Dr. Krishnashree Achuthan

Agenda #2:

Approval to form a department level expert panel – Board of Studies which would monitor the curriculum, pedagogy and learning outcome of the online programmes. Provide suggestions for improvement in CIQA meetings.

Agenda #3:

1. Participants present agreed to schedule the next CIQA committee meeting on March 1st, 2021.

Agenda #4: Agenda Points planned for the next CIQA meeting

1. Participants present agreed to finalize and approve the CIQA member list in the next meeting.

Vote of Thanks:

The meeting was closed with the vote of thanks proposed by Dr. Krishnashree Achuthan, Director, Amrita AHEAD Online Program thanking all the members of the committee for the valuable inputs and contribution.

Seal of Deputy Registrar, Amrita AHEAD

Krishnashree Achuthan
Seal of Director, Amrita AHEAD

